

## **Terms of Reference**

### **Enterprise Development Facilitator**

<b>Position:</b>	<b>Enterprise Development Facilitator</b>
<b>Numbers:</b>	9
<b>Reporting:</b>	Enterprise Development/PUE Specialist
<b>Duty Station:</b>	Designated Cluster (Please refer to the annex for the clusters)
<b>Project Area:</b>	Nepal
<b>Duration:</b>	16 months

**MinErgy Pvt Ltd** (MinErgy) is a Nepal based consulting firm in operation since 2008. MinErgy is dedicated to improving clean energy access and energy efficiency at household and industrial levels. Our core focuses are: i) Renewable Energy and Climate Change; ii) Brick and Built Environment and, iii) Water, Sanitation and Hygiene. A team of enthusiastic, highly motivated and qualified professionals in technical and social dimensions in MinErgy have been providing its services in Nepal and across various countries in Asia and Africa.

MinErgy has entered into an agreement with Winrock International Institute for Agricultural Development, (hereinafter called "Winrock") for the implementation of the ‘Consultant for Capacity Building Activities to Enhance Electricity Use’ funded by Millennium Challenge Account Nepal (MCA-Nepal). The assignment aims to create Municipal Energy Plans (MEPs) for the Electricity Transmission Project (ETP)-affected municipalities, and to oversee and execute capacity enhancement activities focused on Productive Use of Electricity (PUE) for individuals and business/entrepreneurs from ETP-affected areas. Enterprise Development will serve as field staffs for the same project.

#### **Job summary**

The Enterprise Development Facilitator will coordinate and liaison with municipalities, private sectors and other relevant local stakeholders for implementation of all the project activities. S/he will assist team members on data collection, workshop, meeting and training organization, monitoring and reporting of field activities.

#### **Key responsibilities**

- Coordinate and liaison with municipalities, private sectors, and other relevant local stakeholders for implementation of project activities
- Coordinate, communicate and liaison with DLOs for implementation of project activities on a regular basis and update each and all activities and issues to the project team
- Assist in organizing orientation programs, workshops, trainings and Focus Group Discussions (FGDs) and Key Informants Interviews (KIIs) including other field-based meetings
- Identify relevant local stakeholders and consult with them as and when required for the smooth execution of project activities
- Support in data collection, compilation, validation and report preparation
- Support and facilitate activities related to development and endorsement of Municipal Energy Plans
- Support and facilitate activities of Rapid Market Opportunities Assessment (RMOA) at field level

- Support in entrepreneur selection process and lead field level activities in the respective districts/municipalities/ETP affected wards
- Support to conduct business trainings and skill trainings to selected entrepreneurs and individuals
- Provide regular counselling to the business development trainee and related personnel for successful implementation of the project
- Carry out regular monitoring of the trained entrepreneurs during training and post training
- Provide regular follow-up, handholding and counselling support to the trained entrepreneurs and related personnel for successful implementation of the project
- Ensure Gender and Social Inclusion (GSI) dimension in overall implementation of field activities
- Regularly monitor and report field progress to the team members
- Support to capture necessary data, information, issues to prepare case studies, success stories and video

### **Minimum Requirements**

- Education: Intermediate degree with at least 10 years or Bachelor degree with at least 5 years in any discipline
- Overall experience in community engagement, local government planning and facilitation
- At least 3 years' overall experience in community engagement, planning and facilitation at local government
- 2 years' experience in enterprise development sector
- Must have one project experience in social mobilization, monitoring and evaluation
- Knowledge of development and poverty, gender and social inclusion, communication and documentation
- Computer proficiency in MS word and excel

### **Desirables**

- Prior market research experience in energy, productive-use of electricity or municipal energy planning will be an added advantage
- Strong networking, partnership and interpersonal skills
- Ability to communicate effectively in oral and in writing
- Qualified female candidates and candidates from ethnic minorities, socially excluded and disadvantaged groups are encouraged to apply

### **How to Apply**

- Interested candidates are invited to submit their application to [info@minergynepal.com](mailto:info@minergynepal.com) no later than 5:00 pm November 12, 2024. Applications will be reviewed as they are received on a rolling basis.
- Submission requirement – An application letter with preferred cluster; updated CV not more than 3 pages; highest education certificate and PAN certificate

## Annex: Project Implementation Cluster

S.No.	Cluster	District	Local Level
1	Sunwal	Nawalparasi West	Palhi Nandan Gaunpalika
			Ramgram Nagarpalika
			Sunwal Nagarpalika
			Bardghat Nagarpalika
		Nawalparasi East	Binayee Triveni Gaunpalika
2	Rampur	Palpa	Nisdi Gaunpalika
			Rampur Nagarpalika
		Tanahun	Ghiring Gaunpalika
3	Damauli	Tanahu	Rhishing Gaunpalika
			Vyas Nagarpalika
			Bandipur Gaunpalika
4	Mugling	Tanahu	Anbukhaireni Gaunpalika
		Chitwan	Ichhyakamana Gaunpalika
5	Malekhu	Dhading	Siddhalekh Gaunpalika
			Gajuri Gaunpalika
			Benighat Rorang Gaunpalika
6	Galchi		Thaha Nagarpalika
			Kailash Gaunpalika
			Galchhi Gaunpalika
			Thakre Gaunpalika
			Nilkantha Nagarpalika
			Tarkeshwar Gaunpalika
7	Makawanpur	Makwanpur	Kailash Gaunpalika
			Raksirang Gaunpalika
			Hetauda Upamahanagarpalika
8	Battar		Belkotgadhi Nagarpalika
			Likhu Gaunpalika
			Panchkanya
9	Shivapuri	Nuwakot	Shivapuri Gaunpalika
		Sindhupalchowk	Melamchi Nagarpalika
		Kathmandu	Shankharapur Nagarpalika